



Section I: General Service Administration

Schedule Title: Financial and business Solutions (FABS) Schedule – 520

FSC Group, Parts, and Section or Standard Industrial Group: N/A

FSC Class/Product code and service Code: N/A

Contract #: GS-23F-0355P

Contract Period: August 5, 2009 through August 4, 2014, with 2 five-year option periods

Contractor's name, address and phone number:

Fuentes-Fernandez & Company

1701 Pennsylvania Ave NW Suite 300

Washington DC 20006

Tel- 202-861-1901

Fax-202-861-1904

Contractor's Web Site Address: www.fuentes-fernandez.com

Contractor Administrator: Joseph A. Fuentes 202-861-1901

joey@fuentes-fernandez.com

Business size: 20 (Small Business)

Section II: Customer Information

1a. Awarded Special Item Numbers (SIN's):

- 520-7 Financial and Performance Audits
- 520-8 Complementary Audit Services
- 520-11 Accounting
- 520-12 Budgeting
- 520-13 Complementary Financial Management Services

1b. Approved Rates:

Labor Categories	08/05/09 08/04/10	08/05/10 08/04/11	08/05/11 08/04/12	08/05/12 08/04/13	08/05/13 08/04/14
Senior Partner	\$167.00	\$172.01	\$177.17	\$182.49	\$187.96
Partner/Key Principal	\$110.13	\$113.43	\$116.83	\$120.34	\$123.95
Senior Management Analyst	\$104.78	\$107.93	\$111.16	\$114.50	\$117.93
Senior Financial Analyst	\$101.53	\$104.57	\$107.71	\$110.94	\$114.27
Principal/Senior Manager	\$86.94	\$89.55	\$92.24	\$95.00	\$97.85
Manager	\$73.35	\$77.62	\$79.94	\$82.34	\$84.81
Supervisory Senior	\$76.07	\$78.35	\$80.70	\$83.12	\$85.61
Junior Financial Analyst	\$64.79	\$66.73	\$68.73	\$70.79	\$72.92
Financial Analyst II	\$59.05	\$60.82	\$62.65	\$64.53	\$66.46
Senior Auditor/Accountant	\$46.37	\$47.76	\$49.19	\$50.67	\$52.19
Financial Analyst I	\$53.17	\$54.76	\$56.41	\$58.10	\$59.84
Staff Auditor/Accountant	\$46.37	\$47.76	\$49.19	\$50.67	\$52.19
Accounting Technician	\$34.78	\$35.83	\$36.90	\$38.01	\$39.15

1c. Labor Categories Description

➤ Job Title: Senior Partner

Experience: Minimum fifteen (15) years experience participating in financial management services and related projects, including 5 years experience in a managerial capacity in all aspects of engagement.

Functional Responsibility: Responsible for planning, organizing, executing and controlling performance of business and financial services projects, ensuring that goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides primary interface with client management personnel regarding strategies issues. Coordinates all parties to tasks, performs quality assurance reviews of project deliverables and activities for completeness, quality and adherence to customer requirement. Deliver presentations and lead client meetings.

Education: Bachelor's Degree and CPA

➤ Job Title: Partner

Experience: Minimum of 10 years of experience in managing complex organizations and teams by integrating skills into client-focused, object-orientated consulting solutions.

Functional Responsibility: Senior corporate manager responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise in support of single or multiple projects. Serves as Senior Change Management Consultant. Integrates technical solutions into business process reengineering requirements, and translates concepts into operational improvement and systems.

Education: Bachelor Degree or equivalent experience. Master Degree is preferred.

➤ Job Title: Senior Management Analyst

Experience: Ten (10) years functional experience

Functional Responsibility: Responsible for ensuring that technical and/or financial solutions and schedules are implement in a timely manner by executing projects plans and monitoring performance. Provides update on project progress to management. Resolves project staffing and planning issues. Work with agency/department resources on implementation issues. Manages staff assigned to project. Conducts preliminary quality assurance over project deliverables and activities.

Education: Bachelor Degree or equivalent experience

➤ Job Title: Senior Financial Analyst

Experience: Eight (8) years

Functional Responsibility: Provides Directors and senior Managers corrective actions associated with accounting related deficiencies, in such areas as fund balance with treasury, accounts receivable, and accounts payable, to include the review of overage accounts, the collections process, and solutions to properly record accounts payable. Facilitate process improvement efforts. Manage a team of financial consultants and analysts. Generate papers and documents. Assist in developing analysis, and promoting and customer's needs and issues, including the responsiveness of required deliverables.

Education: Bachelor Degree

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➤ **Job Title:** Senior Manager

Experience: Minimum of 6 years of experience in providing management, organizational, and business improvement services including visioning, planning, total quality management, organizational design/efficiency, cost-benefits, and business process reengineering solutions.

Functional Responsibility: Senior consultant who analyzes, plans, directs, and coordinates the activities of designated projects to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters.

Education: Bachelor Degree or equivalent experience

➤ **Job Title:** Manager

Experience: Minimum of 6 years of experience in organizing, directing, and coordinating planning and production of all contract support activities. Manages cost, schedule, and quality of multiple projects.

Functional Responsibility: Manages multiple projects at diverse locations. Meets with management personnel and Federal client agency representatives. Formulates and reviews strategies plans and deliverable items, determines contract costs, and ensures conformance with standards. Assigns, schedules, and review work of subordinates. Explains policies, purpose, and goals of the organization to subordinates.

Education: Bachelor Degree or equivalent experience.

➤ **Job Title:** Supervisory Senior

Experience: Six (6) years participating in business and financial management.

Functional Responsibility: Provides guidance and direction of a project, assuming responsibility for coordination of subordinate activities. Support the completion of project specific tasks within estimated time frames and budget constraints. Monitors project performance and staff relationship. Reviews all documentation prepared by more junior personnel and is responsible for initial drafting of final project reports prior to submission for approval. Conducts performance reviews of other less experienced staff. Corrects errors identified during acceptance process. Interface with client on a day-to-day basis. Support presentation and client meetings.

Education: Bachelor Degree

➤ **Job Title:** Junior Financial Analyst

Experience: Four (4) years with advanced degree or subject matter expertise, otherwise six years.

Functional Responsibility: Provides financial strategic analysis and organization, resource management, cost and economic analysis, and information systems development and integration. Focuses on discovery and collection of documentation necessary to complete the validation processes, which are composed of process drawings, internal control evaluations, system information, sample transaction level documents, and identification and development of recommendations for corrective actions. Assist in the presentation of workshops, seminars and training sessions. Responsible for directing efforts in data collection, modeling, analysis, and documentation as required.

Education: Bachelor Degree

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➤ **Job Title:** Financial Analyst II

Experience: Four (4) years experience participating in general business services and related projects.

Functional Responsibility: Provides specialized technical guidance and/or advice concerning the relevant business or technical field for specific projects, Develops and implements systems and maintain databases. Prepares technical documentation, reports and other deliverables. Support team and help administer implementation testing. Participates in planning of projects and is responsible for all task delegated my Managers.

Education: Bachelor Degree

➤ **Job Title:** Senior Auditor/Accountant

Experience: Minimum 3 years of experience in project related areas

Functional Responsibility: Senior level analyst responsible for task requirements, assessing needs, developing information, and considering available solutions. Provides diversified financial management experience, including economic analysis, activity-based costing, business process reengineering, financial systems analysis, and management policy development.

Education: Bachelor degree or equivalent experience.

➤ **Job Title:** Financial Analyst I

Experience: Two (2) years experience participating in general business services and related projects.

Functional Responsibility: analyzes and develop client solutions with team. Prepares documentation, reports and other deliverables for client approval. Participates in planning of projects and is responsible for all tasks delegated by managers. Supports team in implementation and acceptance process. Ensures that deliverables are in compliance with statement of work. Interfaces with the client on a day-to-day basis. Support presentations and client meetings.

Education: Bachelor Degree

➤ **Job Title:** Staff Auditor/Accountant

Experience: Minimum experience of 2 years

Functional Responsibility: Responsible for examining business an financial requirements to assess needs, collect information, and identify alternative methods and solutions.

Education: Bachelor Degree or equivalent experience.

➤ **Job Title:** Accounting Technician

Experience: Minimum 2 years of experience

Functional Responsibility: Performs administrative management tasks such as word processing, spreadsheet development, administrative typing, and filing. Maintains schedules, schedules meeting, records minutes, and prepares meeting notes. Provides administrative support to staff, including research and analytical support.

Education: Bachelor Degree or equivalent experience.

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2. Maximum order: \$1,000,000.00
3. Minimum order: \$300
4. Geographic coverage: Contractor will provide domestic and oversea delivery, which was identified in clause C.4.
5. Point of production: Fuentes-Fernandez & Company 1001 Connecticut Ave NW Suite 300 Washington, DC 20036
6. Discount: none
7. Quantity discounts: none
8. Prompt payment terms: none
- 9a. Government purchase cards are accepted at and below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold
10. Foreign items: N/A
- 11a. Time of delivery: N/A
- 11b. Expedited delivery: N/A
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: N/A
12. FOB points: destination
- 13a. Ordering address
Fuentes-Fernandez & Company
1001 Connecticut Ave NW Suite 300
Washington DC 20036
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
14. Payment Address
Fuentes-Fernandez & Company
1001 Connecticut Ave NW Suite 300
Washington DC 20036
15. Warranty provision: N/A
16. Export packing charges: N/A
17. Terms and conditions of Government purchase card acceptance: none
18. Terms and conditions of rental, maintenance and repair: N/A

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- 19. Terms and conditions of installations: N/A
- 20. Terms and conditions or repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
- 21. List of service and distribution points: N/A
- 22. List of participating dealers: N/A
- 23. Preventive maintenance: N/A
- 24a. Special attributes such as environmental attributes: N/A
- 24b. EIT: N/A
- 25. DUNS number: 791430762
- 26. Notification regarding registration in CCR database: Already registered.

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1701 Pennsylvania Ave., NW, Suite 300, Washington, DC 20006 • Tel. (202) 861-1901 • Fax (202) 861-1904
www.fuentes-fernandez.com